Sanitized Copy Approved for Release 2010/09/07 : CIA-RDP88G00186R000901160005-4

T.I.C

ROUTING AND TRANSMITTAL SLIP

Date 10/23/85

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. D/LOGISTICS AND D/PERSONNEL		
2.		
3.		
4. 60-2		
5.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

#1 - FOR APPROPRIATE JOINT OP/OL ACTION

(PLS PREPARE RESPONSE FOR DDA'S SIGNATURE)

SUSPENSE: 31 OCTOBER 1985

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

STAT
STAT
STAT

		Room No.—Bldg.
EO/DDA	7D18 HQS	Phone No.

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

GPO : 1983 -421-529/320

Sanitized Copy Approved for Release 2010/09/07 : CIA-RDP88G00186R000901160005-4

Sanitized Copy Approved for Release 2010/09/07 : CIA-RDP88G00186R000901160005-4

General Services Administration
Office of Federal Supply and Services
Washington, DC 20406

DD/A Registry
85-3607

OCT 18 1985

Mr. Harry E. Fitzwater
Deputy Director of Administration
Central Intelligence Agency
Washington, DC 20505

Dear Mr. Fitzwater:

The implementation of contracts for employee relocation services under Public Laws 98-151 and 98-473 has been a matter of concern for most agencies because of the complex policy and budgetary considerations. Although the discretionary authority to enter into relocation contracts remains by law with individual agencies, the General Services Administration (GSA) is willing to contract for such services on behalf of other agencies. We have already been requested to do so by the Departments of Agriculture and Commerce.

On October 8, 1985, GSA convened a Relocation Services Users Panel to explore issues related to the development of a comprehensive solicitation and the revised regulations GSA will be issuing. Participants included representatives of agencies that have awarded relocation services contracts as well as those that have not yet done so. Briefly, the consensus of the meeting regarding regulatory changes was that relocation services should be made uniformly available to all employees within an agency which has implemented a contract. Secondly, agency representatives requested that property management services and spouse counseling services specifically be allowed under the new regulations. GSA has agreed to take these recommendations under consideration.

If you are interested in having GSA contract for your agency, please respond no later than November 1, 1985, with the information specified in the enclosure. This is the deadline for being included in the contract GSA will award for other agencies. We hope to award this by April 1986.

Sanitized Copy Approved for Release 2010/09/07 : CIA-RDP88G00186R000901160005-4

Sanitized Copy Approved for Release 2010/09/07 : CIA-RDP88G00186R000901160005-4

Even if you do not require GSA's contractual services, please let us know if you have any comments or suggestions regarding changes to the regulations. Please send your comments on regulations to: Ms. Donna Stright, Director, Travel and Transportation Regulations Division (FTA), General Services Administration, Washington, DC 20406. If you need further information about these relocation issues, please call Ms. Stright at 557-1253. Thank you for your interest.

Sincerely,

Donald C. J. Gray
Assistant Administrator

Enclosure

Sanitized Copy Approved for Release 2010/09/07 : CIA-RDP88G00186R000901160005-4

Sanitized Copy Approved for Release 2010/09/07 : CIA-RDP88G00186R000901160005-4

Enclosure

INFORMATION REQUIREMENTS

This data should be sent to:

Mr. Phil Cohen
Special Programs Division
General Services Administration (FG)
Washington, DC 20406
Telephone: 557-2292

I Agency authorization data

A. If you desire service from GSA, your memorandum must clearly state that you are authorizing GSA to contract for you on a non-mandatory basis. Your memorandum must also certify that you have funds available in FY 1986 to support this contract.

B. Please indicate an appropriate person (with telephone number) to act as the Relocation Coordinator and chief liaison between your agency and GSA. Other internal coordinators may be appointed according to your needs to implement the contract.

II Requirements data

A. Number of backlogged relocations ready for contractual action (i.e., number of unsold houses owned by employees eligible for services).

B. Total annual number of employee moves requiring relocation services.

C. Price range and average price of houses owned by such employees.

D. Cities where your main regional offices are located; also, additional cities to or from which employees are frequently relocated.

D. Any additional services you require. Are you willing to make these available to your employee for a fee? (For instance, two agencies have contracted for spouse counseling as an option available at the employee's expense.)

III Contractual proposal

A. GSA plans to make award to the low offeror of those firms found capable of performing and financially responsible. Do you prefer any alternative methods of award?

Sanitized Copy Approved for Release 2010/09/07 : CIA-RDP88G00186R000901160005-4

Sanitized Copy Approved for Release 2010/09/07 : CIA-RDP88G00186R000901160005-4

2.

B. GSA proposes an initial 1-year contract with options to extend for each of 2 additional years.

C. Some relocation firms can transmit data electronically. Should GSA require the contractor to supply your agency with an appropriate computer terminal if those in your agency are not compatible with the firm's equipment?

D. GSA plans to contract for basic services:

1. Home purchase service (including guaranteed and assigned (or amended) sales),

2. Home finding assistance,

3. Home marketing assistance, and

4. Mortgage finding assistance.

If you have need of additional services or comments and suggestions about any aspect of GSA's proposed contract, please include these in your response to Mr. Cohen. He may be reached at 557-2292, if you need to discuss these issues directly.

Sanitized Copy Approved for Release 2010/09/07 : CIA-RDP88G00186R000901160005-4